

CTGE 5534-L04 Beginning Reading and Writing in Inclusive Classrooms Fall Semester - 2013 Instructor - Andrew Fletcher	Information Sheet - Make-up Assignments
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On page four of the course syllabus, in the section entitled "Information on Attendance, Participation, and Professionalism," I state...

"Because students will be responsible for the content of each class, students should be prepared to make up for what was missed and will need to see the instructor for the specifics of the make-up assignment."

The purpose of this information sheet is to provide you with those specifics necessary in order to complete the required make-up assignment each time you are absent from class, including the first session. The assignment varies depending on when you were absent, the first class or a subsequent one. See below for the distinction.

For absences – Weeks 2 to 15:

The make-up assignment is to complete a short paper (about five pages, a maximum of 10) where you synthesize the various readings due for the class you missed. First, summarize each of the readings, telling the importance of the article or chapter, etc. Next, connect each of the readings with the topic or topics of the particular class, explaining how and why you think the readings link to the topic. Finally, discuss how the above analysis relates to actual practice in the classroom in general and to what you do/will do with students in particular.

If you were absent the first day of class (Week 1):

The make-up assignment is to complete a five to 10 page paper where you choose a topic of interest within the field of early literacy. Find three readings relevant to that topic. Next, summarize each of the readings, telling the importance of the article or chapter, etc. Then, connect each of the readings to your chosen topic, explaining how and why you think the readings link to the topic. Finally, discuss how the above analysis relates to actual practice in the classroom in general and to what you do/will do with students in particular.

Other Information:

See the course syllabus regarding the submission of work and APA style. You must cite each of your readings both in the body of your paper as well as list them on a separate reference sheet at the conclusion of the paper. Your paper is due at the beginning of class in hard copy no later than two weeks following your absence. If you are absent the last day of class, this assignment will then be due no later than Monday, December 23rd, 2013. No extensions will be permitted for any due dates.

Absences will affect your "Attendance, Participation, and Professionalism" grade, as noted in the course syllabus. Completion of a make-up assignment helps to do just that, "make-up" for your absence but it does not erase the occurrence and will therefore not change the lowering of your "Attendance, Participation, and Professionalism" grade as a result of the absence. Failure to complete a make-up assignment will result in the lowering of your overall final grade or, depending on the number of absences/outstanding make-up assignments, the loss of credit for the course. Please see me with any questions or concerns.